Instructions for completing the 2021-2022 Faculty Annual Evaluation

Preliminary instructions:

- Log-in link and all supporting materials for Elements are located here: https://medicine.vtc.vt.edu/faculty-affairs/faculty-annual-review.html

- If you do not know your username or password, please review the login reset information located here: https://medicine.vtc.vt.edu/faculty-affairs/elements/reset-pid-password.html

- Further information regarding the faculty annual review can be found on the https://medicine.vtc.vt.edu/faculty-affairs/faculty-annual-review.html

- For further assistance, or to schedule a training session, please contact Brendle Wolfe, VTCSOM Faculty Affairs Coordinator / Elements Administrator, at brendlew@vt.edu or 540-526-2564.
Written Instructions:

1. Log into your Elements Account (efars.provost.vt.edu)
2. Click on the “?” icon in the upper right hand corner of your Elements account, and then select “Click here to complete the VTCSOM Annual Academic Review”
3. Click on 2021-2022 Annual Academic Performance Review
4. Complete your Annual Faculty Academic Performance review by filling in each section (items 1-5) on the screen.
5. Scroll down to item 6 to review Teaching Evaluations (if applicable)

   One45 Student Evaluations Summary and Medhub Aggregate Faculty Evaluations will be located below Question #6

6. Once completed, click “Save” and “Submit” at the bottom of the screen in order to document the annual evaluation.

7. An email notification will be sent to your supervisor once you have completed the faculty self-reporting portion of the annual review process.
8. Once your supervisor has finished their evaluation, you will be required to re-enter and electronically sign the Annual Review to finalize the process.

Please note: All faculty are required to complete all five questions on the Annual Review.

Thank you for your participation in the 2021-2022 VTCSOM Faculty Annual Review Process!
**Step 1:** Log-in to your Elements account ([efars.provost.vt.edu](http://efars.provost.vt.edu)) by using the CAS Login and enter your VT PID credentials.
**Please note:** You will have to login to the Virginia Tech system using your VT PID (Username and Password). If you have forgot your password please follow forgot your password link below.

You will be required to enter your VT PID (Username and Password) to access Elements. If you forgot your login info select, “forgot username/password”.
**Step 2:** Click on the question mark icon in the upper right hand corner of your Elements account.

You will be taken to a new screen where you will need to select “Click here to complete the VTCSOM Annual Academic Review”
**Step 3:** Click on 2021-2022 Annual Academic Performance Review

Click on the 2021-2022 Link for Annual Review
**Step 4:** Complete your Annual Faculty Academic Performance review by filling in each section (items 1-5) on the screen. This constitutes the self-reporting portion of the faculty annual review process.

Please be sure your name is listed and you have selected the correct Academic Year.

Complete questions 1-5 then click save and submit. Please note: you can click save and return to the page at a later time. However, you **MUST CLICK “SUBMIT”** to complete the review.
Step 4: Questions 1 - 5

When selecting the option [Other], please list contents in the free text box provided below each question.

Select [None or N/A] if no options apply to you.

Please note you MUST answer BOTH questions under question #3 Knowledge.
Step 4: Questions 1-5

4. Scholarly Activities: (Please check all in which you participated)

- Abstracts and Posters
- Editor of Book Chapters/Textbooks
- Editor of Journal
- Grants funded
- International, National, or Regional Committee Membership
- Oral Presentations given at the international, national, regional or local level
- Peer Reviewed Publications
- Quality Improvement Projects
- Research Projects (Include role such as PI or co-Investigator)
- Review Submissions for Professional Meetings/Societies
- Reviewer of Journal Articles
- Workshops given at the international, national, regional or local level
- Other
- None or N/A

Other (please list)
Scholarly Activities: Other (please list)

Select [None or N/A] if no other options apply

For question 5:
Please list your academic, teaching, and scholarly goals for the upcoming year in the boxes provided. This is a free text box.

Goal a
Test case

Goal b
Test case

Goal c
Test case
**Step 5:** Scroll down to item 6 to review Teaching Evaluations (if applicable)

If applicable, One45 student evaluations and Medhub resident evaluations will be located under question #6. **These documents will be available for viewing by August 31, 2022. Please note: not all faculty will have evaluations.**
**Step 6:** Once completed, click “Save” and “Submit” at the bottom of the screen in order to document the annual evaluation.

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Select Save and submit at the bottom of the screen to document your 2020-2021 self-reporting component of the annual review process.

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The “status” of your review will change as you save it and submit it, and when the final review has been completed.
Step 7: You will receive a notification asking you to confirm submission. Please note you can not modify once you hit submit. Once complete, an email notification will be sent to your supervisor to inform them that you have completed the self-evaluation component of your faculty annual review process in Elements.

Example of notification below.
**Step 8:** Once your supervisor has finished their evaluation, faculty members will re-enter and electronically sign the Annual Review to finalize the process. An automatic email will be generated to your VT email account with a direct link to complete this. Alternatively, you can re-enter through Elements.

Scroll to the bottom of the Annual Review to accept and sign!